



CITY OF BRAWLEY JOB ANNOUNCEMENT

DEPARTMENT: Finance

POSITION: Accountant – Utility Billing

SALARY: \$4,650.06 - \$5,546.30/month (Range 28)

EXAM TYPE: Oral Interview

DUTIES: See job description

QUALIFICATIONS:

Experience: Minimum of two years of governmental accounting experience at the staff accountant level. Any combination of experience and/or education which provides the knowledge, skills, and abilities to perform this work will be considered. A minimum of three years of providing excellent customer service is required.

Education: Associate's Degree from an accredited college or university with major course work in accounting or a closely related field.

Bilingual (Spanish/English) is a plus. Possession of a valid California Driver's License is required.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: April 19, 2018 by 5:00 PM



CITY OF BRAWLEY

CLASS TITLE: Accountant – Utility Billing

BASIC FUNCTION:

Under direction of the Finance Director or Assistant Finance Director, performs a wide range of highly skilled technical accounting duties including utility billing, payment arrangements, bank deposits and daily reports. This position is expected to exercise considerable initiative and judgement in planning and organizing own work, as well as assisting the accounting assistants with their daily tasks such as accounts payable and receiving payments and inquiries from utility billing customers. This position is also responsible to assist, as needed, with business license applications and questions. Serves as the finance liaison for all permit payments and retiree benefit payments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Responsible for the City's utility billing including customer service, collections and adjustments.
2. Prepares monthly utility billing statements; ensures accuracy of statements. Works with Accounting Assistants in explaining utility bills. Oversees collections and reviews adjustments for utility billing customers. Assists with customer inquiries and complaints both verbally and in writing.
3. Logs payments for Franchise Fees, Utility User Tax, dispatch services, fuel flowage fees, and Imperial County fire truck and fuel usage fees.
4. Prepares and reviews computer input data for monthly expenditure and encumbrance reports, establishes control figures, and reconciles monthly computer detail reports with general ledger expenditure and encumbrance control accounts.
5. Prepares and submits monthly analysis of expenditures and revenues.
6. Prepares invoices for dental and vision insurance for the Chamber of Commerce; records and tracks retirees payments for dental and vision insurance.
7. Reconcile daily cash and prepare deposits.

OTHER DUTIES:

Perform additional duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Considerable knowledge of the principles, methods, procedures, and practices of municipal accounting, governmental accounting, auditing and financial reporting;
- Utility billing procedures and accounting;
- Proper cash handling practices;
- Data processing procedures relating to accounting.

ABILITY TO:

- Prepare and submit clear, concise and accurate reports orally or in writing;
- Ability to establish and maintain effective working relationships with employees, City officials and the general public;
- Strong customer service skills with the ability to explain policy and procedures to the general public;
- Work with internal and external auditors in the preparation of annual financial reports and statements.

EDUCATION AND EXPERIENCE:

Associate's degree in business or public administration, with concentration in accounting as well as two to four years governmental accounting experience at the staff accountant level required. Any combination of experience and/or education which provides the knowledge, skills, and abilities to perform this work will be considered. Strong customer service skills a must. A minimum of three years of providing excellent customer service is required. Bilingual (Spanish/English) a plus.

WORKING CONDITIONS:

ENVIRONMENT: A typical office environment is the primary workplace. There are different computer stations that this employee will work from with multi-level monitors. Must be able to work with co-workers and the public.

PHYSICAL DEMANDS: Physical requirements for this job include but are not limited to: must be able to bend, stoop, reach pull, and lift up to 30 pounds. Moves from primary work station to front counter and back. Able to move head from side to side and up and down. Computer keyboarding and typing are required at a minimum speed of 35 wpm.